

**Department of Health & Human Services
Administration for Children and Families**

Program Office: Office of Community Services

Funding Opportunity Title: Compassion Capital Fund (CCF) Demonstration Program

Announcement Type: Initial

Funding Opportunity Number: HHS-2006-ACF-OCS-EJ-0035

CFDA Number: 93.009

Due Date for Applications: 06/19/2006

Executive Summary:

The Administration for Children and Families (ACF), Office of Community Services (OCS), announces that applications will be accepted for new grants pursuant to the U.S. Department of Health and Human Services (HHS) Compassion Capital Fund (CCF) authorized under Section 1110 of the Social Security Act governing Social Services Research and Demonstration activities and the Department of Labor, HHS, and Education, and Related Agencies Appropriations Act, 2006, Public Law 109-149.

Pursuant to this announcement, ACF will award funds to experienced organizations to deliver capacity building services to faith-based and community organizations through the provision of training, technical assistance, and sub-awards.

Intermediary organizations will assist faith-based and community organizations with capacity building activities in five critical areas: 1) leadership development, 2) organizational development, 3) program development, 4) revenue development strategies, and 5) community engagement. Capacity building activities increase an organization's sustainability and effectiveness, enhance its ability to provide social services, and create collaborations to better serve those most in need.

I. FUNDING OPPORTUNITY DESCRIPTION

Legislative Authority

The Administration for Children and Families (ACF), Office of Community Services (OCS) announces that applications will be accepted for new grants pursuant to the U.S. Department of Health and Human Services (HHS) Compassion Capital Fund (CCF), authorized under Section 1110 of the Social Security Act governing Social Services

Research and Demonstration activities and the Department of Labor, HHS, and Education, and Related Agencies Appropriations Act, 2006, Public Law 109-149.

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A. Background

Faith-based and community organizations have a long history of providing an array of important services to people in need in the United States. These organizations possess unique strengths that the Federal Government cannot duplicate. As a result, they are well positioned to assist individuals and families with the most pressing social service needs.

In recognition of this history and ability, President George W. Bush believes it is in the public's interest to broaden Federal efforts to work with faith-based and community organizations and has made improving funding opportunities for such organizations a priority. CCF is a key part of the effort to enhance and expand the participation of faith-based and community groups serving those in need. Intermediary organizations awarded funds under this announcement will serve as partners to both the Federal Government and to the faith-based and community organizations that they assist. The intermediaries will represent a diverse set of affiliations and will assist community-level organizations that have a range of service goals, target populations, affiliations, and beliefs.

Historically, the CCF program has identified the following social service priorities: homelessness, prisoners reentering the community, children of prisoners, at-risk youth, addicts, elders in need, families in transition from welfare to work and organizations that provide marriage education and preparation services to help couples who choose marriage for themselves, to develop the skills and knowledge to form and sustain healthy marriages.

B. Program Purpose and Objectives

The goal of the CCF Demonstration Program is to help grassroots faith-based and community organizations maximize their social impact as they provide services to those most in need including the homeless, prisoners reentering the community, children of prisoners, at-risk youth, addicts, elders in need, families in transition from welfare to work and couples who choose marriage for themselves to develop the skills and knowledge to form and sustain healthy marriages.

The CCF Demonstration Program provides funding for intermediary organizations in well-defined geographic locations with a proven track record of community involvement

and experience in providing training and technical assistance to smaller faith-based and community organizations in their communities. These intermediary organizations serve as a bridge between the Federal Government and the grassroots faith-based and community organizations that the CCF Demonstration Program is designed to assist.

The CCF Demonstration Program **does not** fund direct social service provision. Rather, the CCF Demonstration Program funds capacity building activities that produce measurable effects that result in more sustainable organizations. By addressing issues that are critical to the long-term viability of non-profit organizations, faith-based and community organizations are better prepared and positioned to understand and meet the needs of their communities.

Organizations that receive CCF funds may **not** engage in inherently religious activities, such as worship, religious instruction, or proselytization, as part of the programs or services funded with CCF funds. If an organization conducts such inherently religious activities, the activities must be offered separately, in time or location, from the programs or services funded with CCF assistance, and participation must be voluntary for beneficiaries of the CCF-funded programs or services. Some of the ways this may be accomplished include, but are not limited to, promoting only the Federally funded program in materials, websites, or commercials purchased with any portion of the Federal funds. In addition, an organization receiving CCF funds shall not, in providing CCF-funded services, discriminate against a program beneficiary or prospective program beneficiary on the basis of religion or religious belief. Regulations pertaining to the Equal Treatment for Faith-Based Organizations, which include the prohibition against Federal funding of inherently religious activities, can be found at either 45 CFR 87.1 or the HHS website at <http://www.os.dhhs.gov/fbci/waisgate21.pdf>.

ACF encourages applications from organizations that propose to work with and have experience working with faith-based and community organizations that historically have not been supported by government funds. Intermediaries must be established organizations with well-developed connections and working relationships with the non-profit community in the geographic area they propose to serve. In most cases, intermediaries or their partners will be physically located in the geographic area they propose to serve. In addition, for an intermediary organization to provide effective training and technical assistance in capacity building, they should demonstrate a cultural sensitivity that establishes credibility with their target audience of faith-based and community organizations in the geographic area they select.

Intermediary organizations will provide two services within their communities:

1. Capacity building training and technical assistance to faith-based and community organizations; and
2. Financial support, through sub-awards, to some subset of the organizations receiving training and technical assistance.

Training and Technical Assistance

ACF seeks intermediary organizations with demonstrated ability to provide training and technical assistance to faith-based and community organizations in five critical areas of capacity building: 1) leadership development, 2) organizational development, 3) program development, 4) revenue development strategies, and 5) community engagement.

Applicants must demonstrate the ability to provide training and technical assistance in all five areas of capacity building. The process the applicant will employ to outreach, identify, and select organizations to receive training and technical assistance must be open to both faith-based and community organizations. This may be accomplished by a single organization or through partnerships among several organizations. If organizations propose to collaborate to provide CCF intermediary services, they must have a well-developed working relationship and a history of working together prior to announcement of this funding opportunity. **CCF monies cannot be used by current CCF intermediaries to contract services or technical assistance with other current CCF intermediaries, unless approved by ACF.** In addition, intermediaries are not to use CCF monies to provide contracts to organizations that provide the Intermediary with a cost share match.

Applicants must submit a coherent plan for providing training and technical assistance in all five of the critical areas of capacity building. Training and technical assistance activities must produce measurable results for the organizations served. Examples of the kinds of allowable activities that relate to each element are listed below. Please note that with regard to addressing revenue development strategies, direct fundraising, such as costs associated with special events, direct mail campaigns or solicitation of donors, is in violation of the Office of Management and Budget (OMB) cost principles applicable to most grantees including non-profit organizations. This list is intended to be illustrative, not exhaustive:

Critical Areas	Examples
1. Leadership Development	<ul style="list-style-type: none"> • Board Composition and Function • Staff Professional and Career Development • Training and Development of Volunteers • Succession Planning
2. Organizational Development	<ul style="list-style-type: none"> • Board Governance • Systems: Management, Human Resources, • Financial, Information Technology, Planning • Policies and Procedures

	<ul style="list-style-type: none"> • Fiscal Controls • Comprehensive Communications Strategy • Non-profit Incorporation
3. Program Development	<ul style="list-style-type: none"> • Curriculum Development • Program Monitoring • Evaluating Program Outcomes
4. Revenue Development Strategies	<ul style="list-style-type: none"> • Designing a Donor Development Strategy • Grant-writing Training • Donor Development Training • Donor Tracking Software
5. Community Engagement	<ul style="list-style-type: none"> • Community Asset Mapping • Community Needs Assessment • Establishing Collaborative Relationships

Intermediaries must demonstrate their ability to correctly assess the highest impact capacity building needs of the organizations they propose to serve. Applicants must describe the process they will use to assist faith-based and community organizations with the identification of organizational needs. Applicants must include a detailed description of pre- and post-assessment methods to be used to determine the measurable impact of training, technical assistance and sub-award activities provided.

For purposes of this program announcement, training will refer to group-based adult education and skill-building activities (e.g., workshops); technical assistance will refer to consultation that is specifically customized or tailored to the needs of particular faith-based and community organizations.

Technical assistance must be provided on a long-term, ongoing basis, rather than through single or short-term contacts (such as a nationwide series of seminars or conferences). The training and technical assistance strategy must address a minimum of two of the identified needs for each faith-based and community organization served; although, it is expected that in aggregate the faith-based and community organizations served will represent the full range of all five critical areas. A minimum of 50 percent of training and technical assistance provided by an intermediary must be in the form of direct and individualized technical assistance to address the identified priority needs of the faith-

based and community organization (i.e., "one-on-one" assistance to the organization's leadership, key staff and/or board). It is expected that intermediaries will deliver both training and technical assistance. Training conferences and workshops may be part of an applicant's plan, but they must not be its sole focus. Training and technical assistance activities funded under CCF are to be offered at no cost to interested faith-based and community organizations.

Sub-Awards

CCF intermediaries will be required to issue sub-awards in an amount representing at least 40 percent of the total Federal funds requested. (Please see *Section V.1* for a detailed description regarding sub-award strategy.)

ACF expects to work closely with organizations that receive funding to ensure that CCF monies are used appropriately and in the most effective manner possible. Intermediary organizations that receive CCF awards will be required to develop, with guidance from and in consultation with ACF, a detailed plan to issue sub-awards within 45 days of receipt of an award under this announcement. Please note that this plan will be based on the sub-award strategy outlined in *Section V.1*. ACF will work with grantees to develop their sub-award strategy into a concrete sub-award plan. ACF must review and approve this plan prior to the issuance of any such sub-awards, plans, and/or procedures for the issuance of sub-awards using Federal funds awarded under this announcement. Any plans and procedures for issuance of a sub-award, such as a request for proposal or program announcement must follow the language as outlined in the sub-award strategy in *Section V.1*. Intermediary organizations must report on the use of funds for sub-awards. Intermediary organizations will also be required to develop, with guidance from and in consultation with ACF, an evaluation plan within six months of receipt of an award for working with sub-awardees to develop outcome measures and to evaluate the activities supported by the sub-awards.

Approved applicants must be willing to work closely with ACF, and any entities funded by ACF, to coordinate, assist, or evaluate the activities of the intermediary organizations providing technical assistance and issuing sub-awards.

Conditions for the Cooperative Agreement

Organizations selected to receive an award will be responsible for the following:

- Implementing activities described in the project description of the approved application;
- Developing and implementing work plans that will ensure that the services and activities included in the approved application address the needs of faith-based and community organizations in an efficient, effective, and timely manner;
- Submitting sub-award plans for Federal review and approval, within 45 days of receipt of the Financial Assistance Award and prior to the issuance of any such sub-awards, plans and procedures for the issuance of sub-awards;

- Submitting regular semi-annual financial status and progress reports that describe project activities;
- Working cooperatively and collaboratively with ACF officials, other Federal agency officials conducting related activities, the other intermediary organizations approved under the CCF program, and other entities or organizations contracted by ACF to assist in carrying out the purposes of the CCF program;
- Ensuring that key staff attends and participates in ACF-sponsored workshops and meetings, including the initial orientation meeting; and
- Ensuring that CCF monies are not used to support religious practices such as religious instruction, worship, or proselytization.

Proposed budgets should include the cost of travel-related expenses for two key personnel with responsibility for the CCF award to attend a mandatory two-day orientation workshop with Federal officials in Washington, DC.

Direct Federal grants, sub-award funds, or contracts under the CCF Demonstration Program shall not be used to support inherently religious activities such as religious instruction, worship, or proselytization. Therefore, organizations must take steps to separate, in time or location, their inherently religious activities from CCF-funded services. Regulations pertaining to the Equal Treatment for Faith-Based Organizations, which include the prohibition against Federal funding of inherently religious activities, can be found at either 45 CFR 87.1 or the HHS website at:

<http://www.os.dhhs.gov/fbc/waisgate21.pdf>.

CCF monies cannot be used by current CCF intermediaries to contract services or technical assistance with other current CCF intermediaries, unless approved by ACF.

Because of the importance of the CCF program, it is critical that the effects of the program be assessed through an independent evaluation. ACF is sponsoring an evaluation of the CCF program. All approved grantees will likely participate in the study. Grantees will be required to work cooperatively with the contractor hired by ACF to conduct the study. The evaluation contractor will work with each approved grantee to meet the requirements of the evaluation. Working cooperatively with the evaluation contractor includes agreeing to apply the scientifically rigorous method of random assignment in the selection process for sub-awards and/or technical assistance services. All applications for intermediary grants must therefore express a willingness to adjust the procedures used to solicit and select applications for sub-awards and/or technical assistance services. For illustrative purposes, such adjustments may include outreach to obtain a larger number of applications for sub-awards/technical assistance than usual to ensure adequate numbers of applicants that are comparably qualified to meet the proposed requirements for the CCF sub-grants. Further, for example, adjustments may include using categories of eligibility, such as qualified and unqualified, rather than numerical rankings in the application review process. The qualified category of applicants will be placed into a random selection process from which sub-awardees and/or technical assistance recipients

will be chosen. ACF will inform intermediaries of the kinds of adjustments to the sub-awards and/or technical assistance processes that will be necessary.

II. AWARD INFORMATION

Funding Instrument Type: Cooperative Agreement

Substantial Involvement with Cooperative Agreement:

A cooperative agreement is Federal assistance in which substantial Federal Involvement is anticipated. Responsibilities of Federal Staff and the successful applicants are negotiated prior to an award. The grantees funded under this announcement will work collaboratively with the CCF program office on the development of products and prior to finalization and dissemination will submit products such as training and technical assistance plans and sub-award plans to the CCF program office for review and approval. Please see Section I. Funding Opportunity Description for a detailed description of the cooperative agreement.

Anticipated Total Priority Area Funding: \$5,000,000

Anticipated Number of Awards: 0 to 10

Ceiling on Amount of Individual Awards: \$500,000 per budget period

Floor on Amount of Individual Awards: None

Average Projected Award Amount: \$500,000 per budget period

Length of Project Periods: 17-month project and budget period

Awards under this announcement are subject to the availability of funds.

III. ELIGIBILITY INFORMATION

1. Eligible Applicants:

- State governments
- County governments
- City or township governments
- Special district governments
- Public and State-controlled institutions of higher education
- Native American Tribal governments (Federally recognized)

- Non-profits having a 501(c)(3) status with the IRS, other than institutions of higher education
- Non-profits that do not have a 501(c)(3) status with the IRS, other than institutions of higher education
- Private institutions of higher education
- For-profit organizations other than small businesses
- Small businesses
- Others (See below)

Faith-based and community organizations that meet the statutory eligibility requirements are eligible to apply under this announcement.

Fiscal Year (FY) 2005 CCF intermediaries are eligible, but the proposed project must demonstrate different social service areas and be entirely separate from their 2005 CCF project. For example, 2005 CCF intermediaries that focused on several priority areas might choose to focus on one former or new priority area. 2005 CCF intermediaries must document in detail within their grant application how their 2005 project is different from their proposed 2006 project and how they will keep their 2005 and 2006 projects independent of each other. In addition, 2005 CCF intermediaries must demonstrate complete separation of financial accounting between their 2005 project and their 2006 project. Please note that a 2005 CCF Intermediary may not award a sub-award to any of the same organizations that the Intermediary has previously granted a sub-award.

Please see *Section IV* for required documentation supporting eligibility or funding restrictions if any are applicable.

2. Cost Sharing or Matching: Yes

Grantees are required to meet a non-Federal share of the project costs. Grantees must provide at least 20 percent of the total approved cost of the project. The total approved cost of the project is the sum of the ACF share and the non-Federal share. The non-Federal share may be met by cash or in-kind contributions, although applicants are encouraged to meet their match requirements through cash contributions. For example, in order to meet the match requirements, a project with a total approved project cost of \$500,000, requesting \$500,000 in ACF funds, must provide a non-Federal share of at least \$125,000 (20 percent of total approved project cost of \$500,000.) Grantees will be held accountable for commitments of non-Federal resources even if they exceed the amount of the required match. Failure to provide the required amount will result in the disallowance of Federal funds. A lack of supporting documentation at the time of application will not exclude the application from competitive review.

3. Other:

D-U-N-S Requirement

All applicants must have a D&B Data Universal Numbering System (D-U-N-S) number. On June 27, 2003, the Office of Management and Budget (OMB) published in the *Federal Register* a new Federal policy applicable to all Federal grant applicants. The policy requires Federal grant applicants to provide a D-U-N-S number when applying for

Federal grants or cooperative agreements on or after October 1, 2003. The D-U-N-S number will be required whether an applicant is submitting a paper application or using the government-wide electronic portal, Grants.gov. A D-U-N-S number will be required for every application for a new award or renewal/continuation of an award, including applications or plans under formula, entitlement, and block grant programs, submitted on or after October 1, 2003.

Please ensure that your organization has a D-U-N-S number. You may acquire a D-U-N-S number at no cost by calling the dedicated toll-free D-U-N-S number request line at 1-866-705-5711 or you may request a number on-line at <http://www.dnb.com>.

Proof of Non-Profit Status

Non-profit organizations applying for funding are required to submit proof of their non-profit status.

Proof of non-profit status is any one of the following:

- A reference to the applicant organization's listing in the IRS's most recent list of tax-exempt organizations described in the IRS Code.
- A copy of a currently valid IRS tax-exemption certificate.
- A statement from a State taxing body, State attorney general, or other appropriate State official certifying that the applicant organization has non-profit status and that none of the net earnings accrue to any private shareholders or individuals.
- A certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status.
- Any of the items in the subparagraphs immediately above for a State or national parent organization and a statement signed by the parent organization that the applicant organization is a local non-profit affiliate.

When applying electronically, we strongly suggest that you attach your proof of non-profit status with your electronic application.

Private, non-profit organizations are encouraged to submit with their applications the survey located under *Grant Related Documents and Forms: Survey for Private, Non-Profit Grant Applicants, titled, Survey on Ensuring Equal Opportunity for Applicants*, at: <http://www.acf.hhs.gov/programs/ofs/forms.htm>.

Disqualification Factors

Applications that exceed the ceiling amount will be deemed non-responsive and will not be considered for funding under this announcement.

Any application that fails to satisfy the deadline requirements referenced in *Section IV.3* will be deemed non-responsive and will not be considered for funding under this announcement.

IV. APPLICATION AND SUBMISSION INFORMATION

1. Address to Request Application Package:

Eduardo Hernandez
Administration for Children and Families
Office of Community Services Operation Center
Compassion Capital Fund Demonstration Program
1515 Wilson Boulevard, Suite 100
Arlington, VA 22209
Phone: 800-281-9519
Email: OCS@lcgnet.com

2. Content and Form of Application Submission:

General

The application must be double-spaced and single-sided on 8.5" x 11" plain white paper, with 1" margins on all sides. The application must use Times New Roman 12-point font or Arial 12-point font.

The Table of Contents must not exceed one page.

The Project Abstract must not exceed one page.

The Project Narrative must not exceed 25 pages. Pages submitted beyond the first 25 in the application's Project Narrative section will be removed prior to panel review.

The Appendix must not exceed 20 pages. The Appendix includes the sample assessment tool(s) to be used to assist organizations served in identifying organizational needs in the five critical capacity building areas, cost-share commitment letters, and any other additional supporting documentation.

All pages of the application must be sequentially numbered. The Budget, Narrative Budget Justification, Standard Forms for Assurances, Certifications, Disclosures, and cost-share letters are **not** included in the Project Narrative and Appendix page limitations.

Applicants should not send pamphlets, brochures, or other printed material along with their applications. These materials, if submitted, will not be included in the review process. In addition, applicants should not submit any additional letters of endorsement beyond any that may be required.

Forms and Certifications

The project description should include all the information requirements described in the specific evaluation criteria outlined in this program announcement under *Section V. Application Review Information*. In addition to the project description, the applicant needs to complete all of the Standard Forms required as part of the application process for awards under this announcement.

Applicants seeking financial assistance under this announcement must file the appropriate Standard Forms as described in this section. All applicants must submit SF-424, Application for Federal Assistance. For non-construction programs, applicants must also submit SF-424A, Budget Information and SF-424B, Assurances. For construction programs, applicants must also submit SF-424C, Budget Information and SF-424D, Assurances. The forms may be reproduced for use in submitting applications. Applicants must sign and return the standard forms with their application.

Applicants must furnish prior to award an executed copy of the SF-LLL, Certification Regarding Lobbying, when applying for an award in excess of \$100,000. Applicants who have used non-Federal funds for lobbying activities in connection with receiving assistance under this announcement shall complete a disclosure form, if applicable, with their application. Applicants must sign and return the certification with their application.

Applicants must also understand that they will be held accountable for the smoking prohibition included within Public Law (P.L.) 103-227, Title XII Environmental Tobacco Smoke (also known as the PRO-KIDS Act of 1994). A copy of the *Federal Register* notice that implements the smoking prohibition is included with this form. By signing and submitting the application, applicants are providing the necessary certification and are not required to return it.

Applicants must make the appropriate certification of their compliance with all Federal statutes relating to nondiscrimination. By signing and submitting the application, applicants are providing the necessary certification and are not required to return it. Complete the standard forms and the associated certifications and assurances based on the instructions on the forms. The forms and certifications may be found at: <http://www.acf.hhs.gov/programs/ofs/forms.htm>.

Private, non-profit organizations are encouraged to submit with their applications the survey located under *Grant Related Documents and Forms: Survey for Private, Non-Profit Grant Applicants*, titled, *Survey on Ensuring Equal Opportunity for Applicants*, at: <http://www.acf.hhs.gov/programs/ofs/forms.htm>.

Those organizations required to provide proof of non-profit status, please refer to *Section III.3*.

Please see *Section V.1* for instructions on preparing the full project description.

Please reference *Section IV.3* for details about acknowledgement of received applications.

Electronic Submission

You may submit your application to us in either electronic or paper format. To submit an application electronically, please use the <http://www.Grants.gov> site.

If you use Grants.gov, you will be able to download a copy of the application package, complete it off-line, and then upload and submit the application via the Grants.gov site. ACF will not accept grant applications via facsimile or email.

IMPORTANT NOTE: Before you submit an electronic application, you must complete the organization registration process as well as obtain and register "electronic signature credentials" for the Authorized Organization Representative (AOR). Since this process may take more than five business days, it is important to start this process early, well in advance of the application deadline. **Be sure to complete all Grants.gov registration processes listed on the Organization Registration Checklist, which can be found at http://www.acf.hhs.gov/grants/registration_checklist.html.**

Please note the following if you plan to submit your application electronically via Grants.gov:

- Electronic submission is voluntary, but strongly encouraged.
- You may access the electronic application for this program at <http://www.Grants.gov>. There you can search for the downloadable application package by utilizing the Grants.gov FIND function.
- **We strongly recommend that you do not wait until the application deadline date to begin the application process through Grants.gov.** We encourage applicants that submit electronically to submit well before the closing date and time so that if difficulties are encountered an applicant can still submit a hard copy via express mail.
- To use Grants.gov, you, as the applicant, must have a D-U-N-S number and register in the Central Contractor Registry (CCR). You should allow a minimum of five days to complete the CCR registration. **REMINDER: CCR registration expires each year and thus must be updated annually. You cannot upload an application to Grants.gov without having a current CCR registration AND electronic signature credentials for the AOR.**
- The electronic application is submitted by the AOR. To submit electronically, the AOR must obtain and register electronic signature credentials approved by the organization's E-Business Point of Contact who maintains the organization's CCR registration.
- You may submit all documents electronically, including all information typically included on the SF-424 and all necessary assurances and certifications.
- Your application must comply with any page limitation requirements described in this program announcement.
- After you electronically submit your application, you will receive an automatic acknowledgement from Grants.gov that contains a Grants.gov tracking number. ACF will retrieve your application from Grants.gov.
- ACF may request that you provide original signatures on forms at a later date.

- You will not receive additional point value because you submit a grant application in electronic format, nor will we penalize you if you submit an application in hard copy.
- If you encounter difficulties in using Grants.gov, please contact the Grants.gov Help Desk at: 1-800-518-4726, or by email at support@grants.gov to report the problem and obtain assistance.
- Checklists and registration brochures are maintained at <http://www.grants.gov/GetStarted> to assist you in the registration process.
- When submitting electronically via Grants.gov, applicants must comply with all due dates *AND* times referenced in *Section IV.3*.

Hard Copy Submission

Applicants that are submitting their application in paper format should submit one original and two copies of the complete application. The original and each of the two copies must include all required forms, certifications, assurances, and appendices, be signed by an authorized representative, have original signatures, and be unbound.

Non-Federal Reviewers

Since ACF will be using non-Federal reviewers in the review process, applicants have the option of omitting from the application copies (not the original) specific salary rates or amounts for individuals specified in the application budget as well as Social Security Numbers, if otherwise required for individuals. The copies may include summary salary information.

If applicants are submitting their application electronically, ACF will omit the same specific salary rate information from copies made for use during the review and selection process.

3. Submission Dates and Times:

Due Date for Applications: 06/19/2006

Explanation of Due Dates

The due date for receipt of applications is referenced above. Applications received after 4:30 p.m., eastern time, on the due date will be classified as late and will not be considered in the current competition.

Applicants are responsible for ensuring that applications are mailed or hand-delivered or submitted electronically well in advance of the application due date and time.

Mail

Applications that are submitted by mail must be received no later than 4:30 p.m., eastern time, on the due date referenced above at the address listed in *Section IV.6*.

Hand Delivery

Applications hand carried by applicants, applicant couriers, other representatives of the applicant, or by overnight/express mail couriers must be received on or before the due date referenced above, between the hours of 8:00 a.m. and 4:30 p.m., eastern time, at the address referenced in *Section IV.6.*, between Monday and Friday (excluding Federal holidays).

Electronic Submission

Applications submitted electronically via Grants.gov must be submitted no later than 4:30 p.m., eastern time, on the due date referenced above.

ACF cannot accommodate transmission of applications by facsimile or email.

Late Applications

Applications that do not meet the requirements above are considered late applications. ACF shall notify each late applicant that its application will not be considered in the current competition.

ANY APPLICATION RECEIVED AFTER 4:30 P.M., EASTERN TIME, ON THE DUE DATE WILL NOT BE CONSIDERED FOR COMPETITION.

Extension of Deadlines

ACF may extend application deadlines when circumstances such as acts of God (floods, hurricanes, etc.) occur; when there are widespread disruptions of mail service; or in other rare cases. A determination to extend or waive deadline requirements rests with the Chief Grants Management Officer.

Receipt acknowledgement for application packages will be provided to applicants who submit their package via mail, courier services, or by hand delivery. Applicants will receive an electronic acknowledgement for applications that are submitted via <http://www.Grants.gov>.

Checklist

What to Submit	Required Content	Required Form or Format	When to Submit
Non-Federal Commitment Letters	See Section III.2	Found in Section III.2	By application due date.
Table of Contents	See Section IV.2	Found in Section IV.2	By application due date.
Project Abstract	See Sections	Found in Sections IV.2 and V	By application

	IV.2 and V		due date.
Project Description	See Sections IV.2 and V	Found in Sections IV.2 and V	By application due date.
Budget Narrative/Justification	See Sections IV.2 and V	Found in Sections IV.2 and V	By application due date.
SF-424	See Section IV.2	See http://www.acf.hhs.gov/programs/ofs/forms.htm	By application due date.
SF-424A	See Section IV.2	See http://www.acf.hhs.gov/programs/ofs/forms.htm	By application due date.
SF-424B	See Section IV.2	See http://www.acf.hhs.gov/programs/ofs/forms.htm	By application due date.
Training and Technical Assistance Plan	See Section I and V.1	Found in Section I. and V. 1.	By application due date.
SF-LLL Certification Regarding Lobbying	See Section IV.2	See http://www.acf.hhs.gov/programs/ofs/forms.htm	By date of award.
Certification Regarding Environmental Tobacco Smoke	See Section IV.2	See http://www.acf.hhs.gov/programs/ofs/forms.htm	By date of award.
Proof of Non-Profit Status	See Section III.3	Found in Section III.3	By date of award.

Additional Forms

Private, non-profit organizations are encouraged to submit with their applications the survey located under *Grant Related Documents and Forms: Survey for Private, Non-Profit Grant Applicants*, titled, *Survey on Ensuring Equal Opportunity for Applicants*, at: <http://www.acf.hhs.gov/programs/ofs/forms.htm>.

What to Submit	Required Content	Required Form or Format	When to Submit
Survey for Private, Non-Profit Grant Applicants	See form.	See http://www.acf.hhs.gov/programs/ofs/forms.htm	By application due date.

4. Intergovernmental Review:

State Single Point of Contact (SPOC)

This program is covered under Executive Order (EO) 12372, "Intergovernmental Review of Federal Programs," and 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities." Under the Order, States may design their own processes for reviewing and commenting on proposed Federal assistance under covered programs.

As of August 1, 2005, the following jurisdictions have elected to participate in the EO process: Arkansas, California, Delaware, District of Columbia, Florida, Georgia, Illinois, Iowa, Kentucky, Maine, Maryland, Michigan, Mississippi, Missouri, Nevada, New Hampshire, New York, North Dakota, Rhode Island, South Carolina, Texas, Utah, West Virginia, Wisconsin, American Samoa, Guam, Northern Mariana Islands, Puerto Rico, and U.S. Virgin Islands. As these jurisdictions have elected to participate in the Executive Order process, they have established SPOCs. Applicants from participating jurisdictions should contact their SPOC, as soon as possible, to alert them of prospective applications and receive instructions. Applicants must submit all required materials, if any, to the SPOC and indicate the date of this submittal (or the date of contact if no submittal is required) on the Standard Form 424, item 16a.

Under 45 CFR 100.8(a)(2), a SPOC has 60 days from the application deadline to comment on proposed new or competing continuation awards. SPOCs are encouraged to eliminate the submission of routine endorsements as official recommendations. Additionally, SPOCs are requested to clearly differentiate between mere advisory comments and those official State process recommendations, which may trigger the "accommodate or explain" rule.

When comments are submitted directly to ACF, they should be addressed to the U.S. Department of Health and Human Services, Administration for Children and Families, Office of Grants Management, Division of Discretionary Grants, 370 L'Enfant Promenade SW., 4th floor, Washington, DC 20447.

Although the remaining jurisdictions have chosen not to participate in the process, entities that meet the eligibility requirements of the program are still eligible to apply for a grant even if a State, Territory, Commonwealth, etc. does not have a SPOC. Therefore, applicants from these jurisdictions, or for projects administered by Federally recognized Indian Tribes, need take no action in regard to EO 12372.

The official list, including addresses, of the jurisdictions that have elected to participate in EO 12372 can be found on the following URL:

<http://www.whitehouse.gov/omb/grants/spoc.html>.

5. Funding Restrictions:

Grant awards will not allow reimbursement of pre-award costs.

Construction and purchase of real property are not allowable activities or expenditures under this grant award.

The cost of organized fundraising or solicitation with Federal awards is an unallowable cost according to OMB Circulars A-122, A-87 and A-21.

The costs of direct services or augmentation or supplanting direct service delivery funds as part of their activities is not considered capacity building, therefore, it is not an allowable cost.

FY 2004 Compassion Capital Fund Demonstration Program grantees are ineligible to apply.

6. Other Submission Requirements:

Please see *Sections IV.2* and *IV.3* for deadline information and other application requirements.

Submit applications to one of the following addresses:

Submission by Mail

Eduardo Hernandez
Administration for Children and Families
Office of Community Services Operation Center
Compassion Capital Fund Demonstration Program
1515 Wilson Boulevard, Suite 100
Arlington, VA 22209

Hand Delivery

Eduardo Hernandez
Administration for Children and Families
Office of Community Services Operations Center
Compassion Capital Fund Demonstration Program
1515 Wilson Boulevard, Suite 100
Arlington, VA 22209

Electronic Submission

Please see *Section IV.2* for guidelines and requirements when submitting applications electronically via <http://www.Grants.gov>.

V. APPLICATION REVIEW INFORMATION

The Paperwork Reduction Act of 1995 (P.L. 104-13)

Public reporting burden for this collection of information is estimated to average 35 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed and reviewing the collection information.

The project description is approved under OMB control number 0970-0139, which expires 4/30/2007.

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

1. Criteria:

Part I THE PROJECT DESCRIPTION OVERVIEW

PURPOSE

The project description provides the majority of information by which an application is evaluated and ranked in competition with other applications for available assistance. The project description should be concise and complete. It should address the activity for which Federal funds are being requested. Supporting documents should be included where they can present information clearly and succinctly. In preparing the project description, information that is responsive to each of the requested evaluation criteria must be provided. Awarding offices use this and other information in making their funding recommendations. It is important, therefore, that this information be included in the application in a manner that is clear and complete.

GENERAL EXPECTATIONS AND INSTRUCTIONS

ACF is particularly interested in specific project descriptions that focus on outcomes and convey strategies for achieving intended performance. Project descriptions are evaluated on the basis of substance and measurable outcomes, not length. Extensive exhibits are not required. Cross-referencing should be used rather than repetition. Supporting information concerning activities that will not be directly funded by the grant or information that does not directly pertain to an integral part of the grant-funded activity should be placed in an appendix.

Pages should be numbered and a table of contents should be included for easy reference.

Part II GENERAL INSTRUCTIONS FOR PREPARING A FULL PROJECT DESCRIPTION

INTRODUCTION

Applicants that are required to submit a full project description shall prepare the project description statement in accordance with the following instructions while being aware of

the specified evaluation criteria. The text options give a broad overview of what the project description should include while the evaluation criteria identify the measures that will be used to evaluate applications.

PROJECT SUMMARY/ABSTRACT

Provide a summary of the project description (one page or less) with reference to the funding request.

OBJECTIVES AND NEED FOR ASSISTANCE

Clearly identify the physical, economic, social, financial, institutional, and/or other problem(s) requiring a solution. The need for assistance must be demonstrated and the principal and subordinate objectives of the project must be clearly stated; supporting documentation, such as letters of support and testimonials from concerned interests other than the applicant, may be included. Any relevant data based on planning studies should be included or referred to in the endnotes/footnotes. Incorporate demographic data and participant/beneficiary information, as needed. In developing the project description, the applicant may volunteer or be requested to provide information on the total range of projects currently being conducted and supported (or to be initiated), some of which may be outside the scope of the program announcement.

RESULTS OR BENEFITS EXPECTED

Identify the results and benefits to be derived.

APPROACH

Outline a plan of action that describes the scope and detail of how the proposed work will be accomplished. Account for all functions or activities identified in the application. Cite factors that might accelerate or decelerate the work and state your reason for taking the proposed approach rather than others. Describe any unusual features of the project such as design or technological innovations, reductions in cost or time, or extraordinary social and community involvement.

Provide quantitative monthly or quarterly projections of the accomplishments to be achieved for each function or activity in such terms as the number of people to be served and the number of activities accomplished.

When accomplishments cannot be quantified by activity or function, list them in chronological order to show the schedule of accomplishments and their target dates.

If any data is to be collected, maintained, and/or disseminated, clearance may be required from the OMB. This clearance pertains to any "collection of information that is conducted or sponsored by ACF."

Provide a list of organizations, cooperating entities, consultants, or other key individuals who will work on the project along with a short description of the nature of their effort or contribution.

EVALUATION

Provide a narrative addressing how the conduct of the project and the results of the project will be evaluated. In addressing the evaluation of results, state how you will determine the extent to which the project has achieved its stated objectives and the extent to which the accomplishment of objectives can be attributed to the project. Discuss the criteria to be used to evaluate results, and explain the methodology that will be used to determine if the needs identified and discussed are being met and if the project results and benefits are being achieved. With respect to the conduct of the project, define the procedures to be employed to determine whether the project is being conducted in a manner consistent with the work plan presented and discuss the impact of the project's various activities that address the project's effectiveness.

ADDITIONAL INFORMATION

The following are requests for additional information that must be included in the application:

ORGANIZATIONAL PROFILES

Provide information on the applicant organization(s) and cooperating partners, such as: organizational charts; financial statements; audit reports or statements from Certified Public Accountants/Licensed Public Accountants; Employer Identification Number(s); contact persons and telephone numbers; names of bond carriers; child care licenses and other documentation of professional accreditation; information on compliance with Federal/State/local government standards; documentation of experience in the program area; and, other pertinent information.

If the applicant is a non-profit organization, it should submit proof of its non-profit status in its application. The non-profit agency can accomplish this by providing any one of the following: a) a reference to the applicant organization's listing in the IRS's most recent list of tax-exempt organizations described in the IRS Code; b) a copy of a currently valid IRS tax exemption certificate; c) a statement from a State taxing body, State attorney general, or other appropriate State official certifying that the applicant organization has a non-profit status and that none of the net earnings accrues to any private shareholders or individuals; d) a certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status; or e) any of the items immediately above for a State or national parent organization and a statement signed by the parent organization that the applicant organization is a local non-profit affiliate.

LETTERS OF SUPPORT

Provide statements from community, public, and commercial leaders that support the project proposed for funding. All submissions should be included in the application package or by the application deadline.

BUDGET AND BUDGET JUSTIFICATION

Provide a budget with line-item detail and detailed calculations for each budget object class identified on the Budget Information Form (SF-424A or SF-424C). Detailed calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. If matching is a requirement, include a breakout by the funding sources identified in Block 15 of the SF-424.

Provide a narrative budget justification that describes how the categorical costs are derived. Discuss the necessity, reasonableness, and allocation of the proposed costs.

GENERAL

Use the following guidelines for preparing the budget and budget justification. Both Federal and non-Federal resources (when required) shall be detailed and justified in the budget and budget narrative justification. "Federal resources" refers only to the ACF grant funds for which you are applying. "Non-Federal resources" are all other non-ACF Federal and non-Federal resources. It is suggested that budget amounts and computations be presented in a columnar format: first column, object class categories; second column, Federal budget; next column(s), non-Federal budget(s); and last column, total budget. The budget justification should be in a narrative form.

PERSONNEL

Description: Costs of employee salaries and wages.

Justification: Identify the project director or principal investigator, if known at the time of application. For each staff person, provide: the title; time commitment to the project in months; time commitment to the project as a percentage or full-time equivalent; annual salary; grant salary; wage rates; etc. Do not include the costs of consultants, personnel costs of delegate agencies, or of specific project(s) and/or businesses to be financed by the applicant.

FRINGE BENEFITS

Description: Costs of employee fringe benefits unless treated as part of an approved indirect cost rate.

Justification: Provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, FICA, retirement insurance, taxes, etc.

TRAVEL

Description: Costs of project-related travel by employees of the applicant organization. (This item does not include costs of consultant travel).

Justification: For each trip show: the total number of traveler(s); travel destination; duration of trip; per diem; mileage allowances, if privately owned vehicles will be used; and other transportation costs and subsistence allowances. Travel costs for key staff to attend ACF-sponsored workshops should be detailed in the budget.

EQUIPMENT

Description: "Equipment" means an article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost that equals or exceeds the lesser of: (a) the capitalization level established by the organization for the financial statement purposes, or (b) \$5,000. (Note: Acquisition cost means the net invoice unit price of an item of equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired.

Ancillary charges, such as taxes, duty, protective in-transit insurance, freight, and installation, shall be included in or excluded from acquisition cost in accordance with the organization's regular written accounting practices.)

Justification: For each type of equipment requested provide: a description of the equipment; the cost per unit; the number of units; the total cost; and a plan for use on the project; as well as use and/or disposal of the equipment after the project ends. An applicant organization that uses its own definition for equipment should provide a copy of its policy, or section of its policy, that includes the equipment definition.

SUPPLIES

Description: Costs of all tangible personal property other than that included under the Equipment category.

Justification: Specify general categories of supplies and their costs. Show computations and provide other information that supports the amount requested.

CONTRACTUAL

Description: Costs of all contracts for services and goods except for those that belong under other categories such as equipment, supplies, construction, etc. Include third-party evaluation contracts, if applicable, and contracts with secondary recipient organizations, including delegate agencies and specific project(s) and/or businesses to be financed by the applicant.

Justification: Demonstrate that all procurement transactions will be conducted in a manner to provide, to the maximum extent practical, open and free competition.

Recipients and subrecipients, other than States that are required to use 45 CFR Part 92 procedures, must justify any anticipated procurement action that is expected to be awarded without competition and exceeds the simplified acquisition threshold fixed at 41 USC 403(11), currently set at \$100,000.

Recipients might be required to make available to ACF pre-award review and procurement documents, such as requests for proposals or invitations for bids, independent cost estimates, etc.

Note: Whenever the applicant intends to delegate part of the project to another agency, the applicant must provide a detailed budget and budget narrative for each delegate agency, by agency title, along with the required supporting information referred to in these instructions.

OTHER

Enter the total of all other costs. Such costs, where applicable and appropriate, may include but are not limited to: insurance; food; medical and dental costs (noncontractual); professional services costs; space and equipment rentals; printing and publication; computer use; training costs, such as tuition and stipends; staff development costs; and administrative costs.

Justification: Provide computations, a narrative description and a justification for each cost under this category.

INDIRECT CHARGES

Description: Total amount of indirect costs. This category should be used only when the applicant currently has an indirect cost rate approved by the Department of Health and Human Services (HHS) or another cognizant Federal agency.

Justification: An applicant that will charge indirect costs to the grant must enclose a copy of the current rate agreement. If the applicant organization is in the process of initially developing or renegotiating a rate, upon notification that an award will be made, it should immediately develop a tentative indirect cost rate proposal based on its most recently completed fiscal year, in accordance with the cognizant agency's guidelines for establishing indirect cost rates, and submit it to the cognizant agency. Applicants awaiting approval of their indirect cost proposals may also request indirect costs. When an indirect cost rate is requested, those costs included in the indirect cost pool should not be charged as direct costs to the grant. Also, if the applicant is requesting a rate that is less than what is allowed under the program, the authorized representative of the applicant organization must submit a signed acknowledgement that the applicant is accepting a lower rate than allowed.

PROGRAM INCOME

Description: The estimated amount of income, if any, expected to be generated from this project.

Justification: Describe the nature, source and anticipated use of program income in the budget or refer to the pages in the application that contain this information.

NON-FEDERAL RESOURCES

Description: Amounts of non-Federal resources that will be used to support the project as identified in Block 15 of the SF-424.

Justification: The firm commitment of these resources must be documented and submitted with the application so that the applicant is given credit in the review process. A detailed budget must be prepared for each funding source.

TOTAL DIRECT CHARGES, TOTAL INDIRECT CHARGES, TOTAL PROJECT COSTS

EVALUATION CRITERIA:

The following evaluation criteria appear in weighted descending order. The corresponding score values indicate the relative importance that ACF places on each evaluation criterion; however, applicants need not develop their applications precisely according to the order presented. Application components may be organized such that a reviewer will be able to follow a seamless and logical flow of information (i.e., from a broad overview of the project to more detailed information about how it will be conducted).

In considering how applicants will carry out the responsibilities addressed under this announcement, competing applications for financial assistance will be reviewed and evaluated against the following criteria:

ORGANIZATIONAL PROFILES - 30 points

(a) Past Experience (15 Points). An application will be evaluated on the extent to which it demonstrates that the applicant has a proven track record in providing training and technical assistance to faith-based and community organizations, including concrete examples with specific dates of training and technical assistance that the applicant has provided relating to the five critical areas of capacity building: 1) leadership development, 2) organizational development, 3) program development, 4) revenue development strategies, and 5) community engagement. If organizations propose to collaborate to provide CCF intermediary services, the applicant must demonstrate the extent to which these organizations possess well-developed working relationships and a history of working together prior to the announcement of this funding opportunity. The proposed geographic coverage area is reasonable given the physical location of the

intermediary and proposed partners and will support the development of ongoing relationships with grassroots organizations served.

(b) Organizational Capability (5 Points). An application will be evaluated on the extent to which it describes how the organization is well positioned to support the project and how the proposed project fits into the structure of the applicant's organization. The applicant should provide evidence of facilities, fiscal controls, and other resources that are adequate to achieve project goals. The application will be evaluated on the extent to which the organization's existing mission/purpose and activities are complementary and will support the proposed CCF project. The interaction of this project with other non-CCF activities within the organization and any implications are clearly explained.

(c) Project Management Structure and Staffing (10 Points). An application will be evaluated on the extent to which it includes a listing of key positions required to carry out the project, the individuals proposed to fill the positions, and a detailed description of the kind of work they will perform. An application will be evaluated on the extent to which it provides evidence demonstrating the staff's skill, knowledge, and experience in carrying out their assigned activities, such as evidence that demonstrates not only the staff's good technical skills, but also a clear record of working with faith-based and community organizations. An application will be evaluated on the extent to which it clearly defines and documents any proposed partnerships with other organizations for purposes of this CCF application, e.g., significant contributions to the proposed project by each partner; a formal agreement among parties; defined roles and responsibilities appropriate to their natural strengths; and shared decision-making responsibility.

An application will also be evaluated on the extent to which the above information is provided with regard to consultants or staff from other organizations proposed to work on the project.

APPROACH - 30 points

(a) Pre-Assessment Strategy (5 Points). An application will be evaluated on the extent to which it describes the methods, strategies, and/or tools, that will be used to provide a baseline assessment of faith-based and community organizations' capacity prior to receiving training and technical assistance from the intermediary. The pre-assessment must address all of the five critical areas of capacity building: 1) leadership development, 2) organizational development, 3) program development, 4) revenue development strategies, and 5) community engagement. The proposed approach for assessing the organizational capacity building needs of faith-based and community organizations is thorough and reasonable and is not limited to the preferences or specific interests/capabilities of the intermediary organization.

(b) Training/Technical Assistance Strategy (10 Points). An application will be evaluated on the extent to which it demonstrates the applicant's ability to provide training and technical assistance in all of the five critical areas of capacity building: 1) leadership development, 2) organizational development, 3) program development, 4) revenue development strategies, and 5) community engagement, either on their own or through

partnerships. Outreach and eligibility for technical assistance must be open to both faith-based and community organizations. All applications for intermediary grants must also express a willingness to adjust their procedures used for selecting technical assistance recipients in order to incorporate the scientific methods of random assignment for the impact study as specified by ACF. An application will be evaluated on the extent to which it describes the capacity building activities proposed to address the needs of faith-based and community organizations served in each of the five critical areas listed above. The applicant must also propose a logical and attainable schedule for accomplishing planned activities.

An application will be evaluated on the extent to which the outlined strategy is comprehensive, describes the process that the applicant will employ to outreach to and identify and select organizations to receive training and technical assistance, and estimates the types and number of organizations expected to receive training and technical assistance. For purposes of this program announcement, training will refer to group-based adult education and skill-building activities (e.g., workshops); technical assistance will refer to consultation that is specifically customized or tailored to the needs of particular faith-based and community organizations.

An application will be evaluated on the extent to which training and technical assistance plans address a minimum of two of the identified needs for each faith-based and community organization served. A minimum of 50 percent of the technical assistance provided by intermediaries must be in the form of direct and individualized technical assistance to address the identified priority needs of the faith-based and community organization (i.e., "one-on-one" assistance to the organization's leadership, key staff and/or board).

(c) Sub-award Strategy (15 points). An application will be evaluated on the extent to which the applicant describes a plan for selecting sub-award recipients that includes expression of willingness to cooperate with the requirements of the CCF evaluation described in *Section I. Funding Opportunity Description, Conditions for the Cooperative Agreement*, regarding the random selection of sub-award and/or intensive technical assistance recipients from among those deemed eligible and appropriate, and describes the approach for announcing the availability of sub-award funds, establishing criteria for reviewing and evaluating sub-award applications, and the process for carrying out the reviews; estimates the types and number of organizations expected to receive funding; and identifies the capacity building needs for which sub-awards may be used. Outreach and eligibility for technical assistance must be open to both faith-based and community organizations. All applications for intermediary grants must also express a willingness to adjust their procedures used for selecting technical assistance recipients in order to incorporate the scientific method of random assignment for the Impact Study as specified by ACF. An application will be evaluated on the extent to which it effectively demonstrates the following:

- Sub-award recipients will be solicited and selected through an open competitive process, which may include using categories of eligibility such as "qualified and unqualified" rather than numerical rankings in the application review process. All

applications for intermediary grants must also express a willingness to adjust the procedures used to solicit and select sub-awards in order to incorporate the scientific method of random assignment as specified by ACF.

- Sub-award recipients will not be pre-selected.
- Any outreach for applications will include both faith-based and community organizations. Intermediaries will use criteria for selection of sub-awardees that is open to both faith and community-based groups, and will not discriminate for or against an organization on the basis of the organization's religious character or affiliation.
- While intermediaries use CCF funds to build grassroots groups' capacity to provide services to those in need, the funds may not be used to build such groups' capacity to provide those in need with programs or services that include inherently religious activities. Rather, if a sub-award or technical assistance recipient provides programs or services that include inherently religious activities then such activities must be separate in time or location from the programs or services that the organization is seeking to improve through CCF.
- Intermediary organizations will provide ongoing technical assistance and capacity building support to the organizations to which they issue sub-awards.
- Priority for sub-awards will be given to organizations that historically have not received funds from the Federal Government.
- Priority for sub-awards will be given to organizations implementing program(s) in several priority areas including: the homeless; elders in need; at-risk youth, particularly those **facing the specific risk of gang influence and involvement**; families in transition from welfare to work; those in need of intensive rehabilitation such as addicts or prisoners; and couples who choose marriage for themselves to develop the skills and knowledge to form and sustain healthy marriages.
- Intermediaries will not require sub-award applicants to provide matching funds or give them a preference in the selection process if they offer matching funds in their applications.
- Intermediaries will not require sub-award applicants to have 501(c)(3) status or to identify a sponsoring organization with 501(c)(3) status.
- Organizations that partner with an intermediary to deliver technical assistance or provide cost-sharing funds for the proposed project will not be eligible for sub-awards, unless approved by ACF.
- Sub-awards will be in amounts manageable for a small organization.
- Intermediaries will not provide recipients of a CCF sub-award a second sub-award for the same purpose for the duration of the grant.
- Intermediaries must inform sub-award applicants of the selection process, including the role of random assignment.
- Intermediaries will require all recipients of sub-awards and recipients of direct/individualized technical assistance to complete the Evaluation Survey pre and post award.
- Intermediaries will inform sub-awardees that their activities are governed by all applicable Federal laws and regulations including those in 45 CFR Section 87.1, which states that direct Federal grants, sub-award funds, or contracts under the

- CCF Demonstration Program shall not be used to support inherently religious activities such as religious instruction, worship, or proselytization.
- The central focus of an intermediary proposed sub-award concept will be capacity building activities that further the sustainability of sub-awardees' social service efforts. Sub-awards will be used to assist organizations in differing stages of development. For example, funds may be provided to fledgling organizations to improve their basic functions, such as attaining 501(c)(3) status or developing sound financial systems.
 - Please note that a 2005 CCF Intermediary may not award a sub-award to any of the same organizations that the Intermediary has previously awarded a sub-award.

Sub-awards will not be used to provide direct services, direct fundraising activities, nor construction programs, but rather to improve the sub-awardee's efficiency and capacity.

EVALUATION - 20 points

(a) Evaluation Design (5 Points). An application will be evaluated on the extent to which the evaluation design includes: a program logic model or other illustration or narrative explanation of the relationship between proposed activities and anticipated outcomes; a process component that describes the activities of the project, how the project will operate, and the extent to which it is able to produce the expected results. An application will also be evaluated on the extent to which the evaluation design includes an outcome component with outcome measures. For purposes of this announcement, an outcome is defined as any benefit or change in the capacity of faith-based and community organizations after receiving services.

(b) Post-Assessment Strategy (5 Points). Applications will be evaluated on the extent to which they describe the methods, strategies, and/or tools that will be used to provide a post-assessment of an organization's capacity after receiving training and/or technical assistance from the intermediary. In particular, the post-assessment should focus on measuring the results and impact of the training, technical assistance, and, where applicable, sub-award activities. The post-assessment strategy should address all of the five critical areas of capacity building: 1) leadership development, 2) organizational development, 3) program development, 4) revenue development strategies, and 5) community engagement, either on their own or through partnerships. An application will also be evaluated on the extent to which it provides a plan detailing assessment intervals for faith-based and community organizations served.

(c) Data collection (2 Points). An application will be evaluated on the extent to which it describes how project data will be gathered and maintained, including pre-and post-assessment data.

(d) Analysis (6 points). An application will be evaluated on the extent to which it describes how project data will be analyzed to determine whether capacity building activities were implemented and achieved measurable results within the organizations served.

(e) Application/Dissemination (2 Points). An application will be evaluated on the extent to which it describes how the proposed evaluation will demonstrate the effectiveness of the activities and services provided in addressing the identified capacity building needs of faith-based and community organizations served.

BUDGET AND BUDGET JUSTIFICATION - 10 points

(a) Project Budget (8 points). An application will be evaluated on the extent to which it includes a budget that is clear, easy to understand, includes at least 20 percent of the cost share of the total approved cost of the project, and provides a detailed justification for the amount requested. Please reference *Section III.2* for information on Cost Sharing or Matching. Applicants should refer to the budget information presented in the Standard Forms 424 and 424A and to the budget justification instructions in *Section V*, General Instructions for the Uniform Project Description.

(b) Last Two Years' Operating Budgets (2 points). An application will be evaluated on the extent to which it includes the last two years' operating budgets of the applicant. Detailed breakdowns of the organizational operating budget are not required. The application will be evaluated based on the extent to which the amount requested under the funding announcement is proportional to the recent size of the applicant's operating budget. For example, it would be unreasonable for an organization that operated with \$100,000 in 2003 and \$110,000 in 2004 to request \$1 million in Federal funds.

OBJECTIVES AND NEED FOR ASSISTANCE - 10 points

An application will be evaluated on the extent to which it demonstrates that the organization is established and has well-developed connections to and working relationships with the non-profit community in the geographic area they propose to serve.

(a) Service Area (2 Points). An application will be evaluated on the extent to which the applicant identifies the specific service area for project implementation. Applicants or their partners must demonstrate a prior history of involvement in and connectedness to the proposed service area to ensure that the impact of services provided is local and sustained.

(b) Needs of Service Area (4 Points). An application will be evaluated on the extent to which it describes the specific needs of the targeted service area. Applications will be evaluated on the extent to which documentation is provided demonstrating that the proposed project will be implemented in a distressed community, engages organizations that serve low-income populations, and addresses a vital need in a distressed community.

(c) Needs of Non-profits in Service Area (2 Points). An application will be evaluated on the extent to which it describes the capacity building needs of non-profit organizations in their proposed service area and provides documentation of those needs from third-party sources as available.

(d) Project Objectives (2 Points). An application will be evaluated on the extent to which the applicant states all primary project objectives. Objectives must relate to the provision of training, technical assistance, and sub-awards to grassroots organizations to build their organizational capacity in five critical areas: 1) leadership development, 2) organizational development, 3) program development, 4) revenue development strategies, and 5) community engagement.

2. Review and Selection Process:

No grant award will be made under this announcement on the basis of an incomplete application.

Applications received by the due date will be reviewed and scored competitively. Experts in the field, generally persons from outside the Federal Government, will use the evaluation criteria listed in *Section V* of this announcement to review and score the applications. The results of this review will be a primary factor in making funding decisions. ACF may also solicit comments from Regional Office staff and other Federal agencies. ACF may consider a variety of factors in addition to the review criteria identified above, including geographic diversity/coverage and types of applicant organizations and service area, in order to ensure that the interests of the Federal Government are met in making the final selections. Furthermore, ACF may limit the number of awards made to the same or affiliated organizations although they would serve different geographic areas.

As stated, CCF monies must be used towards the organization's capacity building and not for direct services. Additionally, organizations that receive CCF funds may not engage in inherently religious activities, such as worship, religious instruction, or proselytization, as part of the programs or services funded with CCF funds. If an organization conducts such inherently religious activities, the activities must be offered separately, in time or location, from the programs or services funded with CCF assistance, and participation must be voluntary for beneficiaries of the CCF-funded programs or services. In addition, an organization receiving CCF funds shall not, in providing CCF-funded services, discriminate against a program beneficiary or prospective program beneficiary on the basis of religion or religious belief.

Please reference *Section IV.2* for information on non-Federal reviewers in the review process.

Approved but Unfunded Applications

Applications that are approved but unfunded may be held over for funding in the next funding cycle, pending the availability of funds, for a period not to exceed one year.

VI. AWARD ADMINISTRATION INFORMATION

1. Award Notices:

The successful applicants will be notified through the issuance of a Financial Assistance Award document, which sets forth the amount of funds granted, the terms and conditions of the grant, the effective date of the grant, the budget period for which initial support will be given, the non-Federal share to be provided (if applicable), and the total project period for which support is contemplated. The Financial Assistance Award will be signed by the Grants Officer and transmitted via postal mail.

Organizations whose applications will not be funded will be notified in writing.

2. Administrative and National Policy Requirements:

Grantees are subject to the requirements in 45 CFR Part 74 (non-governmental) or 45 CFR Part 92 (governmental).

Direct Federal grants, sub-award funds, or contracts under this ACF program shall not be used to support inherently religious activities such as religious instruction, worship, or proselytization. Therefore, organizations must take steps to separate, in time or location, their inherently religious activities from the services funded under this program. Regulations pertaining to the Equal Treatment for Faith-Based Organizations, which includes the prohibition against Federal funding of inherently religious activities, can be found at the HHS web site at: <http://www.os.dhhs.gov/fbc/waisgate21.pdf>.

Faith-based and community organizations may reference the "Guidance to Faith-Based and Community Organizations on Partnering with the Federal Government" at: <http://www.whitehouse.gov/government/fbc/guidance/index.html>.

3. Reporting Requirements:

Grantees will be required to submit program progress and financial reports (SF-269 found at: <http://www.acf.hhs.gov/programs/ofs/forms.htm>) throughout the project period.

Program progress and financial reports are due 30 days after the reporting period. Final programmatic and financial reports are due 90 days after the close of the project period.

Final reports may be submitted in hard copy to the Grants Management Office Contact listed in Section VII of this announcement.

Program Progress Reports: Semi-Annually

Financial Reports: Semi-Annually

Original reports and one copy should be mailed to:

Administration for Children and Families
Office of Grants Management
Division of Discretionary Grants
370 L'Enfant Promenade, S.W.
Aerospace Building, 6th Floor East
Washington, DC 20447-0002

Phone: (800) 281-9519

Email: ocs@lcgnet.com

VII. AGENCY CONTACTS

Program Office Contact:

Rafael J. Elizalde
Administration for Children & Families
Office of Community Services
370 L'Enfant Promenade, S.W.
Aerospace Building, 5th Floor West
Washington, DC 20447-0002
Phone: 800-281-9519
Email: ocs@lcgnet.com

Grants Management Office Contact:

Barbara Ziegler-Johnson
Administration for Children and Families
370 L'Enfant Promenade, S.W.
Aerospace Building, 6th Floor East
Washington, DC 20447
Phone: 800- 281-9519.
Email: ocs@lcgnet.com

VIII. OTHER INFORMATION

Additional information about this program and its purpose can be located on the following website: <http://www.acf.hhs.gov/programs/ccf/>.

Date: 05/17/2006

Josephine B. Robinson
Director
Office of Community Services